

## AVIATION FACILITIES FUND

### DESCRIPTION

The Aviation Facilities Fund is a special revenue fund designed to account for and manage the Suffolk Executive Airport. The fund is supported by revenue generated by airport operations including fuel sales, hangar leases, tie downs, and other services provided to users of the airport as well as State and Federal grant funding. The Department of Economic Development's Division of Aviation Facilities administers and manages the Suffolk Executive Airport including the operation of runways, taxiways, hangar facilities, apron and tie down facilities, fueling facilities, required navigational equipment, and the airport cafe.

### FY 2013 ACCOMPLISHMENTS

- Completed the Runway Safety Area project to increase the airport runway to 1,000 feet and enable the airport to handle larger aircraft.
- Hosted the Virginia Festival of Flight Event.
- Designed a corporate hangar access drive.



### FY 2014 OBJECTIVES

- To maintain the airport hangar occupancy rate at 100% by continuing to provide and maintain adequate hangar facilities for airport users. (**Goal 1: Diversify and Increase the Tax Base**)
- To promote and conduct special events at the Suffolk Executive Airport including the Virginia Festival of Flight, Wounded Warriors' Jumping for a Purpose, Peanut Fest, and Fly-Ins on the Airport. (**Goal 4: Enhance Quality of Life**)
- To maintain a high level of safety by enforcing airport rules and regulations and ensuring safety standards for all airport patrons. (**Goal 3: Promote a Safe, Healthy, and Diverse Community in which to Live, Work and Play**)

STATISTICS/PERFORMANCE MEASURES	FY 2012 Actual	FY 2013 Projected	FY 2014 Estimate
Number of airplanes taking off/flying into the airport	11,750	12,000	12,150
Number of businesses located at the airport	4	4	6
Percent of aviation hangar space leased	100%	95%	95%
Gallons of fuel sold	145,300	110,000	100,000

### AVIATION FACILITIES

Revenue	2010-2011 Actual		2011-2012 Actual		2012-2013 Budget		2013-2014 Requested		% Chng	2013-2014 Adopted		% Chng
Rent of Facilities	\$	0	\$	219,089	\$	232,000	\$	216,792	-7%	\$	216,792	-7%
Sale of Fuel		0		957,775		858,000		611,000	-29%		611,000	-29%
Miscellaneous		0		12,689		12,000		15,700	31%		15,700	31%
State Aviation Maintenance Grants		0		5,563		0		0	-		0	-
Airport Promotion and Advertising		0		12,081		0		0	-		0	-
Transfer from General Fund		0		0		172,384		217,919	26%		227,266	32%
Total Revenue	\$	0	\$	1,207,195	\$	1,274,384	\$	1,061,411	-17%	\$	1,070,758	-16%
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Expenditure Summary	2010-2011 Actual		2011-2012 Actual		2012-2013 Budget		2013-2014 Requested		% Chng	2013-2014 Adopted		% Chng
Aviation Services	\$	0	\$	970,256	\$	1,274,384	\$	1,061,411	-17%	\$	1,070,758	-16%
Total Expenditures	\$	0	\$	970,256	\$	1,274,384	\$	1,061,411	-17%	\$	1,070,758	-16%
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**AVIATION FACILITIES (Division of the Department of Economic Development)**
**Budget Detail**

<b>Account Number:</b> 220-150000		<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>% Chng</b>	<b>2013-2014</b>	<b>% Chng</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Requested</b>		<b>Adopted</b>	
51100.02	Salaries and Wages	\$ 0	\$ 129,995	\$ 134,181	\$ 134,181	0%	\$ 137,938	3%
51100.04	Salaries and Wages - Overtime	0	11,995	0	0	-	0	-
51100.06	Salaries and Wages - Part-time	0	13,913	34,910	34,900	0%	34,910	0%
52100	FICA	0	11,608	12,935	12,935	0%	13,223	2%
52210	VRS Retirement	0	20,890	23,562	23,562	0%	22,843	-3%
52400	Group Life	0	364	1,771	1,771	0%	1,641	-7%
53300	Repair and Maintenance	0	53,664	30,000	45,000	50%	40,000	33%
53300.08	Maintenance Service - State	0	0	20,000	22,792	14%	20,000	0%
53600	Advertising	0	14,231	7,786	10,000	28%	7,500	-4%
54100	Information Technology	0	5,266	24,865	24,865	0%	20,080	-19%
54200	Fleet	0	53,132	42,853	42,853	0%	53,353	25%
54500	Risk Management	0	48,767	47,989	47,989	0%	47,422	-1%
55100	Utilities	0	25,440	27,300	27,300	0%	19,600	-28%
55210	Postal Services	0	76	500	500	0%	500	0%
55230	Telecommunications	0	2,198	3,349	3,349	0%	3,441	3%
55410	Lease/Rent of Equipment	0	15,600	32,201	44,031	37%	44,031	37%
55500	Travel and Training	0	1,692	1,000	1,200	20%	1,200	20%
55810	Dues and Association Memberships	0	100	100	100	0%	100	0%
56001	Office Supplies	0	990	1,000	1,000	0%	1,000	0%
56011	Uniforms & Wearing Apparel	0	1,350	1,500	1,500	0%	1,500	0%
56014	Other Operating Supplies	0	1,753	5,000	5,000	0%	5,000	0%
56015	Merchandise for Resale	0	1,509	2,500	2,500	0%	2,500	0%
56022	Fuel Inventory	0	539,842	715,000	470,000	-34%	470,000	-34%
58200	Capital Outlay	0	33,691	0	0	-	0	-
93000-50000.165	Transfer to GF-Indirect Cost	0	(17,810)	104,083	104,083	0%	122,976	18%
<b>Total Operating Expenditures</b>		\$ -	\$ 970,256	\$ 1,274,384	-	1,061,411	-	\$ 1,070,758 -16%
<b>55410 - Lease of Equipment:</b> Generator and refueler.								
<b>Personnel Summary</b>								
Range	Class	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>		<b>2013-2014</b>	
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Requested</b>		<b>Adopted</b>	
29	Airport Manager	0	1	1	1		1	
13	Airport Technician	0	2	2	2		2	
<b>Number of Full-Time Positions</b>		0	3	3	3		3	

## **DOWNTOWN BUSINESS OVERLAY TAXING DISTRICT FUND**

### **DESCRIPTION**

The Downtown Business Overlay Taxing District (DBOD) is a special fund created to foster economic development in downtown Suffolk. A specific additional real estate tax levy is assessed on properties in the DBOD. Revenues provide funding for enhanced beautification, refuse, sidewalk, and street maintenance services. The approved additional real estate tax rate in the DBOD is reduced by **\$ .01** to **\$ .105** in the adopted FY 2013-2014 budget due to the reassessment impact.

**DOWNTOWN BUSINESS OVERLAY TAXING DISTRICT FUND**

Revenue	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng
Real Property Taxes	\$ 205,161	\$ 211,426	\$ 220,000	\$ 220,000	0%	\$ 200,000	-9%
Penalties and Interest	2,276	1,098	0	0	-	0	-
Total Revenue	\$ 207,437	\$ 212,524	\$ 220,000	\$ 220,000	0%	\$ 200,000	-9%
Expenditure Summary							
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng
Services	\$ 173,724	\$ 195,110	\$ 220,000	\$ 220,000	0%	\$ 200,000	-9%
Total Expenditures	\$ 173,724	\$ 195,110	\$ 220,000	\$ 220,000	0%	\$ 200,000	-9%

DOWNTOWN BUSINESS OVERLAY TAXING DISTRICT FUND											
Budget Detail											
Account Number: 4-209-	2010-2011		2011-2012		2012-2013		2013-2014		% Chng	2013-2014	
	Actual		Actual		Budget		Requested			Adopted	
41310-53100 Professional Services (Beautification)	\$ 60,810		\$ 79,439		\$ 70,000		\$ 90,000	29%	\$	70,000	0%
41310-53000.02 Purchased Service - Road Maint. (Maintenance)	77,509		80,671		90,000		90,000	0%		90,000	0%
42300-53000.16 Purchased Service - Refuse Fund	35,405		35,000		60,000		40,000	-33%		40,000	-33%
<b>Total Operating Expenditures</b>	<b>\$ 173,724</b>		<b>\$ 195,110</b>		<b>\$ 220,000</b>		<b>\$ 220,000</b>	<b>0%</b>	<b>\$</b>	<b>200,000</b>	<b>-9%</b>

Note: 3100 Professional Services provides for beautification and landscape services.

## ROAD MAINTENANCE FUND

### **DESCRIPTION**

The Road Maintenance Fund provides for the maintenance of primary and secondary roadways throughout the City of Suffolk including drainage ditches, sidewalks, grass mowing, and litter control. The Division also evaluates, repairs, and upgrades traffic regulatory markings, signage, and traffic signal operations; directs and manages capital and special projects; assists in the review of all site development plans; analyzes impacts relating to current and future transportation issues; administers the City's street lighting program; and assists in supporting the Roadway Advisory Commission.

### **FY 2013 ACCOMPLISHMENTS**

- Completed 71 bridge inspections.
- Achieved an average pothole repair time of 72 hours.
- Repaired 62 right-of-way utilities openings.
- Completed 100% of Priority 1 traffic signal repairs within 4 hours



### **FY 2014 OBJECTIVES**

- To maintain an average pothole repair time of 72 hours or less. (**Goal 2: Provide Safe and Quality Transportation Options**)
- To inspect 100% of bridge structures to meet State and Federal standards and guidelines. (**Goal 2: Provide Safe and Quality Transportation Options**)
- To re-grade 75,000 linear feet of open conveyance drainage system. (**Goal 2: Provide Safe and Quality Transportation Options**)
- To maintain all roadway surfaces to a pavement condition index (PCI) rating of 50 or above. (**Goal 2: Provide Safe and Quality Transportation Options**)

STATISTICS/PERFORMANCE MEASURES	FY 2012 Actual	FY 2013 Projected	FY 2014 Estimate
Roadway:			
Lane Miles maintained	1,595	1,599	1,611
Lane Miles resurfaced	27	29	40
Cost per Lane Mile resurfaced	100,000	106,000	106,000
Potholes repaired	500	600	600
Average pothole repair time	72 hours	72 hours	72 hours
Linear feet of open conveyance systems re-graded	50,000	75,000	75,000
Traffic:			
Traffic Signals maintained	93	98	100
Traffic Signals receiving preventative maintenance	93	98	100
Priority 1 Traffic Signal requests repaired within 4 hours	100%	100%	100%

### ROAD MAINTENANCE FUND

Revenue									
		2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng	
Urban Maintenance Funds	A	\$ 18,767,063	\$ 19,618,254	\$ 19,659,945	\$ 20,547,941	5%	\$ 20,547,941	5%	
Sale of Services - Capital Projects	B	183,393	249,238	500,000	500,000	0%	500,000	0%	
Sale of Services - PW Grounds Maint Gfund (Cemetery)	C	0	23,211	35,000	35,000	0%	35,000	0%	
Sale of Services - Stormwater (Mosquito)	D	60,000	60,000	60,000	60,000	0%	60,000	0%	
Sales of Services - Stormwater (Engineering)	E	275,000	275,000	275,000	275,000	0%	275,000	0%	
Sale of Services - DBOD	F	77,509	80,671	90,000	90,000	0%	90,000	0%	
Sale of Services - General Fund (PW Admin.)	G	29,891	30,000	30,000	30,000	0%	30,000	0%	
Sale of Permits	H	62,823	39,589	25,000	20,000	-20%	20,000	-20%	
Sale of Services - Developer Plan Review	I	7,980	8,190	20,000	10,000	-50%	10,000	-50%	
Sale of Services - Public Utilities	J	0	0	120,000	120,000	0%	120,000	0%	
Sale of Service - Animal Control	K	1,040	1,040	5,000	5,000	0%	5,000	0%	
Developer Traffic Signal Contributions	L	0	0	200,000	200,000	0%	200,000	0%	
Developer Street Sign Contributions	M	9,600	1,650	10,000	6,000	-40%	6,000	-40%	
Operations of Street Lights	N	202,075	51,198	60,000	60,000	0%	60,000	0%	
Virginia Logo Program	O	9,950	9,950	7,500	15,000	100%	15,000	100%	
Height/Weight Permit Fees	P	204,775	206,553	150,000	150,000	0%	150,000	0%	
Miscellaneous Revenue	Q	7,085	41,153	5,000	5,000	0%	5,000	0%	
Fines & Forfeitures	R	116,575	120,555	140,000	150,000	7%	150,000	7%	
Insurance Recovery	S	4,283	3,809	1,500	4,000	167%	4,000	167%	
Sale of Salvage/Surplus	T	20,708	11,323	10,000	10,000	0%	10,000	0%	
Interest Proceeds		20,783	32,732	0	0	-	0	-	
Total Revenue		\$ 20,060,534	\$ 20,864,115	\$ 21,403,945	\$ 22,292,941	4%	\$ 22,292,941	4%	
Expenditure Summary									
		2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng	
Road Maintenance		\$ 14,931,041	\$ 15,025,312	\$ 16,764,826	\$ 17,662,322	5%	\$ 17,541,907	5%	
Traffic Engineering		3,897,884	4,152,880	4,639,119	4,630,619	0%	4,751,033	2%	
Total Expenditures		\$ 18,828,924	\$ 19,178,192	\$ 21,403,945	\$ 22,292,941	4%	\$ 22,292,941	4%	
A - State revenue estimate based on 1215.33 lane miles x \$10,661 secondary & 397.45 x \$18,157 primary B - Services provided to Capital Projects Fund for roadwork. C - Services provided to Grounds Maintenance division for cemetery work D - Ditch cleaning services to Stormwater - mosquito control. E - BMP residential maintenance and enhanced street sweeping services provided to Stormwater Fund. F - Enhanced street sweeping, roadside beautification, and clean up services provided to DBOD Taxing Dist G - Non-VDOT funded activities - Misc Services (ex. Dirt roads) H - Land use and commercial drive permits issued to public I - Charges to developers for plans review by Engineering. J - Services provided to Public Utilities									

DIVISION: ROADWAY - TRAFFIC ENGINEERING (Department of Public Works)											
Budget Detail											
Account Number: 210-41400-		2010-2011 Actual		2011-2012 Actual		2012-2013 Budget		2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng
51100.02 Salaries and Wages	\$	784,644	\$	893,926	\$	902,202	\$	902,202	0%	\$	922,673 2%
51100.04 Salaries and Wages - Overtime		48,896		0		75,566		75,566	0%		75,566 0%
52100 FICA		59,169		63,933		74,799		74,799	0%		76,365 2%
52210 VRS Retirement		117,865		138,619		158,427		158,427	0%		150,237 -5%
52400 Group Life		1,848		2,416		11,909		11,909	0%		10,980 -8%
53100 Professional Services		110,414		175,469		100,000		100,000	0%		100,000 0%
53100.26 Professional Services - Traffic Signal In		18,624		14,201		200,000		200,000	0%		200,000 0%
53300 Repair and Maintenance		11,923		11,941		12,000		12,000	0%		12,000 0%
54100 Information Technology		84,392		84,189		139,346		139,346	0%		244,572 76%
54200 Fleet		216,263		239,444		247,258		247,258	0%		237,000 -4%
54500 Risk Management		155,342		245,120		251,341		251,341	0%		264,772 5%
55100 Utilities (Street Lights)		1,186,657		1,291,376		1,155,000		1,190,000	3%		1,190,000 3%
55210 Postage		404		467		500		500	0%		500 0%
55230 Telecommunications		15,694		10,615		9,957		9,957	0%		8,531 -14%
55500 Travel and Training		9,028		2,246		10,000		10,000	0%		10,000 0%
55810 Dues and Association Memberships		2,891		3,420		3,500		3,500	0%		3,500 0%
56001 Office Supplies		9,928		9,009		11,000		6,000	-45%		6,000 -45%
56011 Uniforms & Wearing Apparel		5,415		5,668		6,900		6,900	0%		6,900 0%
56012 Books & Subscriptions		812		1,953		2,000		1,500	-25%		1,500 -25%
56014 Other Operating Supplies		764,899		622,117		858,116		878,214	2%		878,214 2%
56017 Copier Costs		2,723		2,723		2,723		2,200	-19%		2,723 0%
58200 Capital Outlay		200,518		123,658		100,000		100,000	0%		100,000 0%
58210 New Street Light Installation		12,906		28,358		30,000		30,000	0%		30,000 0%
58215 Improvements (signals/signs)		76,628		182,014		175,000		150,000	-14%		150,000 -14%
91400-59902 Contingency		0		0		101,576		0	-100%		0 -100%
93000-50000.601 Transfer to Fleet (cash funded equipment purchases)		0		0		0		69,000	-		69,000 -
<b>Total Operating Expenditures</b>		<b>\$ 3,897,884</b>		<b>\$ 4,152,880</b>		<b>\$ 4,639,119</b>		<b>\$ 4,630,619</b>	<b>0%</b>		<b>\$ 4,751,033 2%</b>
Personnel Summary											
Range	Class	2010-2011 Actual		2011-2012 Actual		2012-2013 Budget		2013-2014 Requested		2013-2014 Adopted	
31	Traffic Engineer	1		1		1		1			1
25	Assistant Traffic Engineer	1		1		1		1			1
21	Sign & Paint Manager	1		1		1		1			1
21	Traffic Signals System Superintendent	1		1		1		1			1
21	Engineering Analyst	1		1		1		1			1
18	Engineering Technician	1		1		1		1			1
18	Traffic Signal Technician II	0		2		2		2			2
16	Traffic Signal Technician I	5		3		3		3			3
16	Sign Maintenance Manager	1		1		1		1			1
16	Paint Supervisor	1		1		1		1			1
15	Senior Sign Mechanic	1		1		1		1			1
13	Accounting Technician	1		1		1		1			1
13	Sign Mechanic	2		2		2		2			2
12	Highway Paint Equipment Operator	1		1		1		1			1
12	Secretary I	1		1		1		1			1
10	Paint Technician	2		2		2		2			2
10	Sign Technician	2		2		2		2			2
<b>Number of Full-Time Positions</b>		<b>23</b>		<b>23</b>		<b>23</b>		<b>23</b>		<b>23</b>	

DIVISION: ROADWAY - MAINTENANCE (Department of Public Works)										
Budget Detail										
Account Number: 210-41200		2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng		
51100.02 Salaries and Wages	\$ 3,009,994	\$ 2,831,066	\$ 3,429,729	\$ 3,519,259	3%	\$ 3,543,157	3%			
51100.04 Salaries and Wages - Overtime	201,715	135,392	186,900	186,900	0%	186,900	0%			
52100 FICA	234,112	216,733	276,672	283,521	2%	285,349	3%			
52210 VRS Retirement	485,011	450,179	602,260	617,982	3%	568,221	-6%			
52400 Group Life	9,114	7,851	45,272	46,454	3%	42,164	-7%			
53000.06 Purchase Services - Stormwater Fund	2,850	0	0	0	-	0	-			
53000.10 Purchase Services - General Fund (land:	9,290	28,000	0	28,000	-	28,000	-			
53000.12 Purchase Services - General Fund (Polic	171,326	173,827	175,000	175,000	0%	175,000	0%			
53000.16 Purchase Services - Refuse Fund	0	0	45,000	20,000	-56%	20,000	-56%			
53100 Professional Services	20,599	30,185	40,000	40,000	0%	40,000	0%			
53100.22 Medical Services	1,403	696	3,500	3,500	0%	3,500	0%			
53140 Architectural & Engineering	44,523	0	0	0	-	0	-			
53200 Temporary Help Service Fees	0	0	0	0	-	0	-			
53300 Repair and Maintenance	99,892	71,477	100,000	100,000	0%	100,000	0%			
53310 Repairs - Bridges	553,046	519,240	1,000,000	1,000,000	0%	721,312	-28%			
53500 Printing and Binding	720	408	3,000	3,000	0%	3,000	0%			
53850 Construction Contracts	788,271	0	0	0	-	0	-			
54100 Information Technology	113,686	123,774	152,941	152,941	0%	239,741	57%			
54200 Fleet	2,368,138	2,403,730	2,507,942	2,507,942	0%	2,630,228	5%			
54500 Risk Management	886,378	1,296,992	1,228,677	1,228,677	0%	1,132,944	-8%			
55210 Postage	172	354	300	600	100%	600	100%			
55230 Telecommunications	7,720	7,953	8,697	8,697	0%	9,795	13%			
55420 Lease/Rent of Buildings	167,282	157,524	160,000	160,000	0%	160,000	0%			
55500 Travel and Training	10,953	16,602	20,000	40,000	100%	40,000	100%			
55810 Dues and Association Memberships	2,013	2,371	4,000	4,000	0%	4,000	0%			
56001 Office Supplies	16,466	14,963	18,500	18,500	0%	18,500	0%			
56011 Uniforms & Wearing Apparel	29,256	28,103	30,000	30,688	2%	30,688	2%			
56012 Books and Subscriptions	69	318	3,000	3,000	0%	3,000	0%			
56014 Other Operating Supplies	288,129	468,239	500,000	500,000	0%	500,000	0%			
56017 Copier Costs	4,159	4,159	4,290	4,290	0%	4,159	-3%			
56024 Street Improvements	3,707,710	4,150,629	3,942,738	3,445,952	-13%	3,445,952	-13%			
58200 Capital Outlay	310,965	233,607	0	0	-	0	-			
93000-50000.165 Indirect Costs	1,001,081	548,942	589,407	559,419	-5%	631,697	7%			
93000-50000.310 Transfer to Capital Projects	385,000	128,000	100,000	600,000	500%	600,000	500%			
93000-50000.601 Transfer to Fleet (cash funded equipment purchases)	0	974,000	1,587,000	2,374,000	50%	2,374,000	50%			
<b>Total Operating Expenditures</b>	<b>\$ 14,931,041</b>	<b>\$ 15,025,312</b>	<b>\$ 16,764,826</b>	<b>\$ 17,662,322</b>	<b>5%</b>	<b>\$ 17,541,907</b>	<b>5%</b>			
Personnel Summary										
Range	Class	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	2013-2014 Adopted				
36 Assistant Director of PW-Operations	1	1	1	1	1	1				
30 Operations Manager	1	1	1	1	1	1				
25/29/30 Civil Engineer I/II/III	0	0	1	1	1	1				
25/27 Operations Superintendent I/II	0	0	0	7	7	7				
25/27 Street Superintendent I/II	6	6	6	0	0	0				
23 Operations Office Manager	1	1	1	1	1	1				
19 Technical Asset Manager	1	1	1	1	1	1				
18 Construction Inspector	0	0	0	1	1	1				
17 Street Foreman	14	14	14	14	14	14				
17 Maintenance Mechanic	3	3	3	3	3	3				
15 Labor Supervisor	1	1	1	1	1	1				
15 Asset Management Data Technician	1	1	1	1	1	1				
15 Permit Technician-Weights/Measures	1	1	1	1	1	1				
13/15 Heavy Equipment Operator I / II	31	31	31	31	31	31				
13 Secretary II	1	1	1	1	1	1				
13 Accounting Technician	1	1	1	1	1	1				
12 Litter Control Coordinator	1	1	1	1	1	1				
9/11 Street Maintenance Worker I / II	28	28	28	28	28	28				
11 Street Sweeper Operator	3	3	3	3	3	3				
11 Skilled Laborer	1	1	1	1	1	1				
11 Time Keeper	1	1	1	1	1	1				
10 Office Assistant II	1	1	1	1	1	1				
<b>Number of Full-Time Positions</b>	<b>98</b>	<b>98</b>	<b>99</b>	<b>101</b>	<b>101</b>	<b>101</b>				

## **GRANTS FUND**

### **DESCRIPTION**

The Grants Fund is a special revenue fund that provides required local matching contributions to State, Federal, and private grant funding secured by City departments for various activities, programs, and services for the citizens of Suffolk.

**GRANTS FUND**

<b>Revenue</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Budget</b>	<b>2013-2014 Requested</b>	<b>% Chng</b>	<b>2013-2014 Adopted</b>	<b>% Chng</b>
Transfer from General Fund	\$ 345,075	\$ 383,056	\$ 350,000	\$ 350,000	0% \$	350,000	0%
CDBG Annual Allocation	560,486	468,907	427,631	468,530	10%	333,980	-22%
HOME Annual Allocation	1,022,629	385,944	319,212	0	-100%	0	-100%
Revenue from the Commonwealth	448,302	560,164	0	0	-	0	-
Revenue from the Federal Government	1,041,441	2,164,216	0	0	-	0	-
Miscellaneous	295,998	412,680	0	0	-	0	-
Total Revenue	\$ 3,713,931	\$ 4,374,967	\$ 1,096,843	\$ 818,530	-25%	\$ 683,980	-38%
<b>Expenditure Summary</b>							
	<b>2010-2011 Actual</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Budget</b>	<b>2013-2014 Requested</b>	<b>% Chng</b>	<b>2013-2014 Adopted</b>	<b>% Chng</b>
Grants Operating Expenditures	\$ 3,763,991	\$ 4,312,478	\$ 1,096,843	\$ 818,530	-25%	\$ 683,980	-38%
Total Expenditures	\$ 3,763,991	\$ 4,312,478	\$ 1,096,843	\$ 818,530	-25%	\$ 683,980	-38%

GRANTS FUND												
Budget Detail												
Account Number: 211-91400	2010-2011 Actual		2011-2012 Actual		2012-2013 Budget		2013-2014 Requested		% Chng	2013-2014 Adopted		% Chng
	\$ 0	\$ 0	\$ 0	\$ 0	\$ 350,000	\$ 350,000	0%	\$ 350,000	0%	\$ 350,000	\$ 350,000	0%
59905 Local Cash Match Requirements	\$ 0	\$ 0	\$ 0	\$ 0	\$ 350,000	\$ 350,000	0%	\$ 350,000	0%	\$ 350,000	\$ 350,000	0%
CDBG Funding Allocation:												
CDBG Administration	0		0		76,856		0	-100%		0	-100%	
Other Program Activities	0		0		7,068		0	-100%		0	-100%	
Geneive Shelter	30,000		20,000		0		30,000	-		0	-	
ForKids Homeless Shelter	30,000		20,000		0		20,000	-		0	-	
American Red Cross	4,773		0		0		0	-		0	-	
Habitat for Humanity-SHR	0		0		0		0	-		0	-	
Western Tidewater Free Clinic	25,630		20,000		0		34,550	-		0	-	
SRHA Emergency Repair Program	9,050		0		0		50,000	-		0	-	
Ches. Bay Presvtn-Septic Pump Out	0		0		0		0	-		0	-	
HOME Grant Allocation:												
Lead Agency Admin-Suffolk	33,714		28,727		19,154		0	-100%		0	-100%	
CHDO-Admin.	0		0		63,842		0	-100%		0	-100%	
Isle of Wight	0		0		59,054		0	-100%		0	-100%	
Southampton	0		0		59,054		0	-100%		0	-100%	
Franklin	0		0		59,054		0	-100%		0	-100%	
Suffolk - Neighborhood Stabilizatior	0		0		59,054		0	-100%		0	-100%	
Other Funding Allocation:												
Judicial	362,684		654,806		0		0	-		0	-	
Public Safety	738,751		918,437		0		0	-		0	-	
Public Works	49,345		725,045		0		0	-		0	-	
Health and Welfare	111,814		239,873		0		0	-		0	-	
Education	97,882		149,330		0		0	-		0	-	
Parks, Recreation and Cultural	151,626		183,192		0		0	-		0	-	
Community Development	1,755,656		999,663		0		0	-		0	-	
93000-50000.401 Transfer to Debt Fund (CDBG 108 loan)	363,065		353,405		343,707		333,980	-3%		333,980	-3%	
<b>Total Operating Expenses</b>	<b>\$ 3,763,991</b>		<b>\$ 4,312,478</b>		<b>\$ 1,096,843</b>		<b>\$ 818,530</b>	<b>-25%</b>		<b>\$ 683,980</b>	<b>-38%</b>	

## TRANSIT SYSTEM FUND

### DESCRIPTION

The Transit System Fund was established to manage transportation services provided to the citizens of Suffolk. This special revenue fund is supported by fare box revenue, State and Federal grants, and a transfer from the General Fund. The City is contracted with Virginia Regional Transit (VRT) for the operation of the City's transit service which includes four bus routes and ADA service.

### FY 2013 ACCOMPLISHMENTS

- Addition of Red Line to restore part-day service to the Magnolia area of downtown.
- Established the Suffolk Bus Service through the creation of a brand to include a logo, web site and bus stop signage.
- Installed a bus shelter on Meade Parkway.
- Initiated the installation of transit facilities in two park and ride projects slated to begin in FY 2014.

### FY 2014 OBJECTIVES

- Provide safer, more efficient public transportation by completing the relocation of the bus transfer station from the Cherry Street parking lot to the parking area adjacent to the Seaboard Coastline Rail Station. (**Goal 2: Provide Safe and Quality Transportation Options**)
- To respond to customer requests for a return of service to the Holland Road area with a limited-hours route running from downtown to the Kenyon Road area. (**Goal 2: Provide Safe and Quality Transportation Options**)
- To provide clean, inexpensive and reliable public transit service in the downtown service area. (**Goal 2: Provide Safe and Quality Transportation Options**)
- To identify options to expand the service within the service areas by identifying optimal route adjustments and completing and serving the stops associated with the park and ride renovations. (**Goal 2: Provide Safe and Quality Transportation Options**)



STATISTICS/PERFORMANCE MEASURES	FY 2012 Actual*	FY 2013 Projected	FY 2014 Estimate
Ridership:			
Green Line	13,795	27,500	29,000
Orange Line	10,867	23,500	25,000
Red Line	N/A	3,500	4,500
Yellow Line	N/A	N/A	3,750
ADA Ridership	633	1,250	1,400

\*FY 2012 Actual – Service provided for six months (Jan-Jun 2012)

**TRANSIT SYSTEM FUND**

<b>Revenue</b>	2010-2011 Actual			2011-2012 Actual			2012-2013 Budget			2013-2014 Requested		% Chng	2013-2014 Adopted		% Chng
Fare Collections	\$	0	\$	0	\$	34,800	\$	45,500	31%	\$	45,500	31%			
VRPT Operating Revenue		0		0		80,556		111,529	38%		111,529	38%			
VRPT Capital Revenue		0		0		130,935		110,000	-16%		110,000	-16%			
Transfer from General Fund		0		0		599,479		598,779	0%		598,779	0%			
Total Revenue	\$	0	\$	0	\$	845,770	\$	865,808	-	\$	865,808	2%			
<b>Expenditure Summary</b>															
	2010-2011 Actual			2011-2012 Actual			2012-2013 Budget			2013-2014 Requested		% Chng	2013-2014 Adopted		% Chng
Transit System	\$	0	\$	0	\$	845,770	\$	865,808	2%	\$	865,808	2%			
Total Expenditures	\$	0	\$	0	\$	845,770	\$	865,808	-	\$	865,808	2%			

DIVISION: TRANSIT SYSTEM (Department of Public Works)											
Budget Detail											
Account Number: 212-88000-	2010-2011 Actual		2011-2012 Actual		2012-2013 Budget		2013-2014 Requested		% Chng	2013-2014 Adopted	
	53100 Professional Services -Pymt to VRT	\$ 0	0	\$ 575,400	\$ 637,308	11%	\$ 637,308	11%		\$ 637,308	11%
53300 Repair and Maintenance	0		0	8,000	8,000	0%	8,000	0%		8,000	0%
53600 Advertising	0		0	500	500	0%	500	0%		500	0%
58200 Capital Outlay	0		0	261,870	220,000	-16%	220,000	-16%		220,000	-16%
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 845,770</b>	<b>\$ 865,808</b>	<b>-</b>	<b>\$ 865,808</b>	<b>-</b>	<b>\$ 865,808</b>	<b>2%</b>		

## LAW LIBRARY FUND

### DESCRIPTION

The Law Library Fund was established to provide the general public and legal community access to current legal and consumer protection information at no cost. A special fee of **\$4.00** is levied on civil court cases in the General District and Circuit courts. This fee is held in a separate fund for the purpose of providing the public and Officers of the Court with a reliable network of legal information and educational support. This fund also supports community outreach efforts, legal publications, the salaries of support staff, and operating costs.

### FY 2013 ACCOMPLISHMENTS

- Provided the public with free legal resources with over 2,000 citizen visits and 2,700 attorney visits to the law library.



### FY 2014 OBJECTIVES

- To coordinate with city departments and agencies to enhance awareness and maximize the number of individuals assisted by law library resources.
- To provide community centered workshops at no charge to citizens.

STATISTICS/PERFORMANCE MEASURES	CY 2012 Actual	CY 2012 Actual	CY 2013 Actual
Public Utilization	1,900	2,000	2,000
Attorney Utilization	2,688	2,700	2,700

**LAW LIBRARY FUND**

<b>Revenue</b>	<b>2010-2011</b>		<b>2011-2012</b>		<b>2012-2013</b>		<b>2013-2014</b>		<b>% Chng</b>	<b>2013-2014</b>		<b>% Chng</b>
	<b>Actual</b>		<b>Actual</b>		<b>Budget</b>		<b>Requested</b>		<b>Adopted</b>		<b>Chng</b>	
Law Library Fees	\$ 43,900		\$ 44,143		\$ 48,012		\$ 40,920	-15%	\$ 38,960		-19%	
Interest Earned	831		748		0		0	-	0		-	
Miscellaneous Fees	42		126		0		0	-	0		-	
Total Revenue	\$ 44,773		\$ 45,017		\$ 48,012		\$ 40,920	-15%	\$ 38,960		-19%	
<b>Expenditure Summary</b>												
	<b>2010-2011</b>		<b>2011-2012</b>		<b>2012-2013</b>		<b>2013-2014</b>		<b>% Chng</b>	<b>2013-2014</b>		<b>% Chng</b>
	<b>Actual</b>		<b>Actual</b>		<b>Budget</b>		<b>Requested</b>		<b>Adopted</b>		<b>Chng</b>	
Circuit Court - Law Library	\$ 34,645		\$ 37,814		\$ 48,012		\$ 40,920	-15%	\$ 38,960		-19%	
Total Expenditures	\$ 34,645		\$ 37,814		\$ 48,012		\$ 40,920	-15%	\$ 38,960		-19%	

LAW LIBRARY FUND											
Budget Detail											
Account Number: 213-21900-	2010-2011		2011-2012		2012-2013		2013-2014		% Chng	2013-2014	
	Actual		Actual		Budget		Requested		Chng	Adopted	% Chng
51100.06 Salaries and Wages - Part-time	\$ 17,784		\$ 17,223		\$ 23,970		\$ 20,000	-17%	\$ 20,000		-17%
52100 FICA	1,360		1,318		1,834		1,530	-17%	1,530		-17%
54100 Information Technology	0		1,620		7,370		2,000	-73%	88		-99%
55230 Telecommunications	609		337		534		534	0%	534		0%
55500 Travel & Training	0		0		500		200	-60%	200		-60%
55810 Dues and Association Memberships	50		0		20		20	0%	20		0%
56001 Office Supplies	511		782		1,000		1,000	0%	1,000		0%
56012 Books and Subscriptions	13,195		12,853		11,649		14,500	24%	14,500		24%
56017 Copier Costs	1,136		1,136		1,136		1,136	0%	1,088		-4%
58200 Capital Outlay	0		2,545		0		0	-	0		-
<b>Total Operating Expenditures</b>	<b>\$ 34,645</b>		<b>\$ 37,814</b>		<b>\$ 48,012</b>		<b>\$ 40,920</b>	<b>-15%</b>	<b>\$ 38,960</b>		<b>-19%</b>

## **ROUTE 17 SPECIAL TAXING DISTRICT FUND**

### **DESCRIPTION**

The Route 17 Special Taxing District is a special fund created to foster economic development in a specific geographic region of northern Suffolk. A specific additional real estate tax levy is assessed on properties in the Route 17 Special Taxing District. The approved real estate tax rate is **\$,.25** for the Route 17 Special Taxing District in the adopted FY 2013-2014 budget. The debt service for enhanced road improvements in the taxing district is repaid by the additional real estate tax.

### ROUTE 17 SPECIAL TAXING DISTRICT FUND

Revenue		2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng
Real Property Taxes	\$ 1,261,228	\$ 1,394,406	\$ 1,260,000	\$ 1,200,000	-5%	\$ 1,200,000	-5%	
Draw from Fund Balance - Committed	0	0	687,196	1,282,441	87%	1,282,441	87%	
Penalties and Interest	8,151	11,871	0	0	-	0	-	
Total Revenue	\$ 1,269,380	\$ 1,406,277	\$ 1,947,196	\$ 2,482,441	27%	\$ 2,482,441	27%	
<hr/>								
Expenditure Summary		2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng
Route 17 Special Taxing District	\$ 821,678	\$ 750,533	\$ 1,947,196	\$ 2,482,441	27%	\$ 2,482,441	27%	
Total Expenditures	\$ 821,678	\$ 750,533	\$ 1,947,196	\$ 2,482,441	27%	\$ 2,482,441	27%	
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ROUTE 17 SPECIAL TAXING DISTRICT FUND								
Budget Detail								
Account Number: 216-81500-	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Requested	% Chng	2013-2014 Adopted	% Chng	
58215 Improvements	63,682	0	0	0	-	0	-	
59907.04 Reserve for Capital/Debt Service	0	0	0	0	-	0	-	
93000-50000.310 Transfer to Capital Projects - General G	0	0	1,000,000	850,000	-15%	850,000	-15%	
93000-50000.401 Transfer to Debt Service Fund	757,996	750,533	747,196	732,441	-2%	732,441	-2%	
93000-50000.501 Transfer to Capital Projects - Public Ut	0	0	200,000	900,000	350%	900,000	350%	
<b>Total Operating Expenses</b>	\$ 821,678	\$ 750,533	\$ 1,947,196	\$ 2,482,441	27%	\$ 2,482,441	27%	